

~~CONFIDENTIAL~~

Chief, Management Staff

15 March 1956

Chief, Records Management Staff

Weekly Report - Week Ending 14 March 1956

1. An inventory of the records of the Operation Coordinating Board was completed and a records disposition plan established. These files concerned primarily operations of the former [REDACTED]. The inactive records have been transferred to the Center. This project was undertaken at the request of [REDACTED].

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2. A letter was prepared to the Honorable Wayne L. Hayes, Chairman of a Congressional Subcommittee, for the signature of the Director, giving information with respect to the Agency's paperwork management program.

3. In cooperation with representatives of OCR, we have been able to eliminate a considerable volume of punched cards which have been deposited in the Vital Materials Repository and substitute listings. In this way, we are able to conserve a considerable amount of space in the Vital Materials Repository and reduce substantially the tabulating machine requirements in the event of an emergency.

4. The reports management program in the DD/S area and the DD/I area is about 40% complete. Work has been temporarily deferred on these projects because of priority on other things.

5. The records within the Records Center have been rearranged to accommodate the expansion required by increase in DD/P deposits. Security requirements of DD/P have also been made and by the end of this week we will be ready to receive the additional records that DD/P wants to transfer.

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